

# U.S. MISSION, PAKISTAN - CONSULATE GENERAL LAHORE

## VACANCY ANNOUNCEMENT NUMBER: 11-120

<b>OPEN TO:</b>	All Interested Candidates	<b>OPENING DATE:</b>	July 21, 2011
<b>POSITION:</b>	<b>Nurse (Part Time)</b> , FSN-9 (ERR); FP-5*	<b>CLOSING DATE:</b>	Open Until Filled
<b>POSITION NO:</b>	L-50165		
<b>WORK HOURS:</b>	Part Time; 20 hours/week		
<b>SALARY:</b>	*Not-Ordinarily Resident: US\$ 24 per hour (Position Grade: FP-5 to be confirmed by Washington) *Ordinarily Resident: US\$ 20 per hour Note: Employee will be paid in Pak Rupees by using the USDO/Bangkok exchange rate on the payday. (Position Grade FSN-9; Trainee Grade FSN-8 (US\$ 18 per hour) will be given until meeting full requirements of the position description)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Lahore is seeking an individual for the position of Nurse (Part Time) in the Health Unit.

### **BASIC FUNCTION OF POSITION:**

Incumbent is under the direct supervision of Management Officer and provides a full range of registered nursing health care services, including the rendering of first aid and immunizations, as well as evaluating and assessing a variety of medical conditions through physical examination and selecting the appropriate treatment based on written nursing protocols or referral to the RMO, FSHP or LE Staff medical provider. Maintains relationships with local health care providers. Conducts health orientations for new arrivals and performs various other medical administrative functions.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. EDUCATION:** Graduate of professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent is required. Current CPR certification is required.
- 2. EXPERIENCE:** At least two years occupational health experience with at least one year being in a primary health care facility is required. Previous experience in teaching health promotion activities is required.
- 3. LANGUAGE:** Level IV (Fluent) Speaking/Reading/Writing English and fluent in understanding, writing and speaking Medical English is required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have an ability to administer an adult immunization program according to current CDC standards is required. The position requires strong interpersonal skills and a client-oriented disposition. A good working knowledge or experience of current health promotion recommendations in the U.S. is required.
- 5. ABILITIES & SKILLS:** Must be familiar with American Nursing standards of care. Must be comfortable with computer usage including use of Microsoft office applications with good typing speed is required. This may be tested.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by e-mail submission only at [HROIslamabad@state.gov](mailto:HROIslamabad@state.gov), the Vacancy Announcement Number (e.g. 11-50) must be mentioned in the subject line.

Please don't attach any documents to your application. Incomplete and submissions after closing date will not be considered. Only short-listed candidates will be contacted for their test/interview. To see all advertised positions, please visit the Embassy Web site [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html). Only short-listed candidates will be contacted for their test/interview.

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: Open Until Filled**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.